

## BOARD OF SELECTMEN

June 22, 2010

### Minutes

The Board of Selectmen met on Tuesday, June 22, 2010 in the Town Hall Clark Room. Those present were Selectmen John D. Williams, Douglas A. G. Stevenson, William R. Tice, Jr., Peter Scavongelli, and John Gorecki. Town Administrator Timothy D. Goddard was also present.

The meeting was called to order at 7:00 p.m.

Mr. Williams said this weekend the Town will be gathering to celebrate Old Home Day. He said it is a privately funded event and the Old Home Day Committee will gladly welcome contributions for this Town event.

### Town Administrator Report

Mr. Goddard informed the Board that the Scholarship Committee has provided a recommendation for the 2010 - 2011 academic years. He said they are recommending \$12,000.00 to be awarded, which the amount was recommended by the Board previously. These awards will be given to ten students in amounts ranging from \$500 to \$2,500. On a motion made by Mr. Tice and seconded by Mr. Gorecki, it was unanimously **VOTED** to concur with the recommendation of the Scholarship Committee to award \$12,000 in scholarships from the Caroline Hill Scholarship Fund to the students listed in their memorandum to the Board and in the amount recommended by the Committee. Mr. Williams thanked the Committee for their hard work on this important task.

Mr. Goddard said the Friends of the Council on Aging have asked permission to use the Town Common to hold an outdoor concert on Sunday, July 18, 2010. He said the 'Friends' have already received permission from the First Religious Society and now seek the Boards approval for same. On a motion made by Mr. Tice and seconded by Mr. Stevenson, it was unanimously **VOTED** to give permission to the Carlisle Congregational Church to use the Town Common on Sunday, July 18, 2010 for an outdoor concert with the understanding that the First Religious Society has also granted permission and that the Congregational Church will contact both the Police and Fire Departments to coordinate public safety efforts in support of this event.

Mr. Goddard spoke briefly about the recent Open Meeting Law seminar that was provided to Town Hall Boards, Committees and Town Officials. He said it was well attended and interesting questions and discussions were brought forth. Mr. Goddard said there is an amendment to the FY2011 budget bill that may delay the implementation date of the Open Meeting Law until November 1<sup>st</sup>. He noted that since there are many aspects of the new law that remain unclear, this delay seems to make sense.

Mr. Goddard said Fire Chief Flannery was present to discuss a request for approval of a transfer of funds from the ambulance receipts account for anticipated expenses for the operation of the ambulance service during fiscal year 2011. The amount requested is \$34,500. Chief Flannery said he has been making this request for a number of years and it is an annual approval. On a motion made by Mr. Tice and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the amount of \$34,500.00 to be expended from the ambulance receipts account for anticipated expenses for the operation of the ambulance service during fiscal year 2011.

Mr. Williams said Chief David Flannery was also present tonight to discuss EMT service, in light of various media and publicity regarding EMT's working without licenses or proper credentials. David said the ambulance service provided in Carlisle is a service licensed by the Commonwealth of Massachusetts. He said they currently have sixteen (16) EMT's that have been certified. In order to maintain their certification the EMT's are required to take a 28-hour refresher course approved by the state as well as 24 hours of continuous education over a two year period. David said Burt Rubenstein the CPR instructor, is recertified for this position by Emerson Hospital every year. David said many of the Class instruction is done at the Fire Station which works out well for him because that way there is a record of who signs in for the classes. Another advantage of having in-house instruction is keeping the EMT's close to the station for emergencies. David said a State certified instructor conducts these classes at the Fire Station. Chief Flannery proudly said Carlisle has an outstanding training program. The Board thanked him for this re-assuring and informative presentation.

### **Community Input**

Alan Lehotsky of 634 West Street and Chairman of the Carlisle Housing Authority spoke to the Board. He said in November 2009 at a Board of Selectmen Hearing where appointments were being made to the Zoning Board of Appeals, he made an inaccurate statement regarding Mr. Alan Carpenito. He said that Mr. Carpenito had been cautioned by the State Ethics Board regarding his actions relative to the Benfield project. Mr. Lehotsky said that statement was incorrect. Mr. Lehotsky further said based on his faulty memory the sequence of events in November/ December 2008 (in other words, a year earlier); he wrote a letter to the Town Administrator, [then Madonna McKenzie] and asked for clarification on a number of issues with respect to Mr. Carpenito and the State Ethics Laws. In December of 2008 Madonna McKenzie informed him that after review of his letter by Town Counsel, Mr. Carpenito had been cautioned by limitations imposed by the State's Conflict of Interest. He said it is unclear whether Mrs. McKenzie or Town Counsel cautioned Mr. Carpenito, but it was not the State's Ethics Board. Mr. Lehotsky apologized whole-heartedly for any confusion and distress that statement may have caused.

### **Discussion of FY11 Board of Selectmen Goals (process only)**

Mr. Williams said each year the Board goes over the goals it wishes to accomplish. He said he would like to schedule a short meeting on July 13<sup>th</sup>, and following that meeting have an informal meeting/dinner at his home. At the meeting at his home he would like the Board members to talk about why they wanted to be a Selectman. The second part and public part would be in Town Hall. He suggested this be a two- part meeting. The first part would be a discussion on what has been accomplished, what the Board feels good about, or what may be frustrating. In addition the Board might talk about what they should have placed as goals. He said after an intermission, the Board will talk about goals, and items they want to focus on. The goal setting meeting was scheduled on August 10<sup>th</sup>.

Mr. Goddard said it is necessary for the Board to meet in Town Hall briefly on July 13<sup>th</sup> to approve the Utilities contract for the School Building Committee. So it was agreed that the Board would meet briefly at Town Hall on July 13<sup>th</sup> at 6:00 p.m. and then go to John Williams' home for the social part of the evening.

Mr. Williams asked if the Board was agreeable with the process that had been followed for the past few years. Mr. Tice and Mr. Scavongelli were comfortable with the present process. Mr. Stevenson however said he did not want the Board to get less creative in thinking, where it would almost become methodical and they would stop thinking outside of the box. The others agreed, but did not feel they were refraining from being expressive by using the same process as last year.

### **Approval of FY11 Payroll Changes**

On a motion made by Mr. Tice and seconded Mr. Stevenson, it was unanimously **VOTED** to approve the proposed FY2011 Payroll Changes dated 6/22/10 excluding those employees under contractual arrangements

and those union represented employees and also excluding Fire Department employees, Fire fighters and Auxiliary listed on the document presented.

*Mr. Stevenson recused himself for this motion.*

On a motion made by Mr. Tice and seconded Mr. Gorecki it was **VOTED 4 yes -1 abstaining** to approve the FY11 payroll changes dated 6/22/10 for the Fire Department employees, Fire Fighters and Auxiliary, excluding any union or contractual employees listed on the document presented.

### **Annual Appointments**

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to appoint Lawrence Sorli and Deborah A. Toher as Animal Inspectors for 2010/2011.

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to make the following appointments for 2010/2011: Building Commissioner - John Luther, Inspector of Wires - Vincent Chant; Inspector of Plumbing, Gas Piping and Appliances - James Powderly; and Well and Pump Inspector - Ralph Metivier.

On a motion made by Mr. Stevenson and seconded by Mr. Scavongelli, it was unanimously **VOTED** to appoint David Flannery as Fire Chief for 2010/2011.

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to appoint Gary Davis as the Department of Public Works Superintendent for 2010/2011.

On a motion made by Mr. Stevenson and seconded by Mr. Tice it was unanimously **VOTED** to make the following appointments to the Carlisle Police Department for 2010/2011: John Sullivan – Police Chief, Leo Crowe –Police Lieutenant; Scott Barnes, Kevin Cardonne, and Thomas Whelan- Police Sergeants; Andrew Booth – Detective Inspector; Ronald Holsinger, Steven Mack, Paul Smith, Richard Tornquist- Patrol Officers; William Ahern, Michael Bordenca, William Burgess, Richard Hodgson, Jeffrey Melisi, Steven Otto, Debra Saponaro, Mark Schofield, Christen Seminatore, and W. Royce Taylor IV- Special Police Officers; Michael Taplin – Dispatch Manager; Kirk Bishop, John Greenhow and Sandra Vecchio – Dispatchers.

*Mr. Tice recused himself from this motion.*

On a motion made by Mr. Stevenson and seconded by Mr. Scavongelli, it was **VOTED 4 yes 1 abstaining** to appoint the following as Constables for 2010/2011: John Sullivan, Scott Barnes, David Muscovitz, and Joseph Topel.

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to make the following appointments for 2010/2011: Robert A. Dennison – Dog Officer; Lawrence O. Sorli; Deborah A. Toher – Field Driver; Tom Ratcliffe – Keeper the Town Flag; Robert Koning, Jr. – Keeper of the Town Clock; Kenneth Buffum – Veteran’s Agent; M. Lawrence Barton – Finance Director; Timothy D. Goddard – Procurement Officer; Timothy D. Goddard – Personnel Administrator; Priscilla Dumka – Town Accountant.

On a motion made by Mr. Tice and seconded by Mr. Gorecki, it was unanimously **VOTED** to make the following three year re-appointments that will expire on June 30, 2013: Audit Committee – Deb Belanger; Conservation Commission – Jennifer Bush; Council on Aging – Tom Dunkers/Alternate, Nadine Bishop/Alternate; Long Term Capital Requirements Committee – Don Rober, Alain Bojarski; Recreation Commission – Noreen Ma; Trails Committee – Kevin Smith, Stephen Tobin, Louise Hara; Carlisle Youth Commission – Jeffrey Blue.

On a motion made by Mr. Tice and seconded by Mr. Stevenson, it was unanimously **VOTED** to make the following one year re-appointments that will expire on June 30, 2011: Affordable Housing Trust – James Bohn, John C. Gorecki, Greg D. Peterson, and Peter Scavongelli. Douglas Stevenson, William R. Tice, Jr., John D. Williams; Cable Advisory Committee- William R. Tice, Jr., Justin Romeo, and Michael Tattersall; Celebrations Committee – Scott Evans, Doug Stevenson, Barbara Culkins, Judy Larson, Fr. Thomas P. Donohoe, Alan Cameron; Conservation Restriction Advisory Committee – John Keating, Wayne Davis, Ken Harte, Jennifer Bush, Marc Lamere; Energy Task Force – John Luther, Steve Hinton, Dan Cook, Helen Young, and Glenn Reed; Highland Building Stabilization Committee – Nathan Brown, Peter Scavongelli, Mary Storrs, Alan Carpenito, John Ballantine, Robert Hilton, Robert E. Stone III, Bill Fink; Land Stewardship Committee – Elisabeth Carpenter, Dwight DeMay, Timothy Donohue, Timothy Fohl, Debby Geltner, Lynn Knight, Elizabeth Loutrel, and Warren Lyman; Senior Tax Advisory Committee – Larry Barton, Melissa Stamp, Angela Smith, Debra Siriani, Nadine Bishop, and Ann Wright.

On a motion made by Mr. Tice and seconded by Mr. Stevenson, it was unanimously **VOTED** to make the following new three-year appointments that will end on June 30, 2013: Council on Aging – Elizabeth Acquaviva, Jean Sain, and Jim Elgin; Historical Commission – Neal Emmer and Nathan Brown (Planning Board appointee).

On a motion made by Mr. Tice and seconded by Mr. Stevenson it was unanimously **VOTED** to make the following two year appointments that will end on June 30, 2012: School Building Committee – Joyce Mehaffey and Timothy Goddard.

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to re-appoint Seba Gaines to the Board of Registrars for a three year term that will expire on June 30, 2013.

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to re-appoint David Guarino to the Finance Committee for a three-year term that will expire at the end of the Annual Town Meeting in May, 2013.

On a motion made by Mr. Tice and seconded by Mr. Stevenson, it was unanimously **VOTED** that pursuant to the provisions of Chapter 268A of the Massachusetts General Laws, the Board of Selectmen identify Special Municipal Employee status to the list of rolls identified on the two page document dated June 16, 2010.

### **Investment Advisory Committee Charter**

Mr. Williams drafted a charter for the Investment Advisory Committee (attached hereto). He reminded the Board that the purpose for this was to determine what the Board would like to do with the various trust funds. He said it will be necessary to take into consideration what we are able to under trust funds regulations, etc.

Mr. Tice asked for an explanation of number I, under process, which was ‘what do we want the funds to do?’ He said perhaps there was a better phrase for this statement. Mr. Williams explained what he meant was what do we want the money to do. Mr. Tice suggested changing it to ‘Determine the objectives for the Trust Funds’.

Mr. Stevenson suggested changing the phrase above number I under Purpose. Mr. Williams proposed the following ‘Undertake a thorough review of existing trusts and related documents for the Town of Carlisle’.

Mr. Scavongelli asked about number III. He suggested adding ‘Identify acceptable risk parameters.’ Mr. Williams said it could be placed as number 1 under III.

The Board agreed to three changes to the attached document:

1. Under Process, the first bullet will be revised as: ‘Determine the objectives for the trust funds’.

2. Under Purpose, the very first line will be revised as: 'Undertake a thorough review of existing Trusts and related documents to establish the use of and corresponding investment policy for the trust funds of Carlisle'.
3. Under III- number 1. 'Identify risk tolerance'.

The Board discussed the membership of the committee. Mr. Tice was concerned that perhaps the group was getting to large and it could become inefficient. Mr. Williams assured him that it was the right amount of members.

On a motion made by Mr. Tice and seconded by Mr. Stevenson, it was unanimously **VOTED** to accept the Investment Advisory Committee Charter as amended.

### **Liaison Reports**

Mr. Williams reported on the Housing Authority relative to the Benfield housing project. He said there was another hearing last night with the applicants. While they are still in public session with the developer and Zoning Board of Appeals they are going to draft conditions and it will continue until Thursday, June 24<sup>th</sup>. He was not sure if it would close on that evening.

Mr. Williams reported from the Financial Management Team meeting this morning. He said there was good news regarding local receipts. They were almost on track, that is, they are about \$13,000 short of the projected amount, or 91% of the way to the projected amount. Mr. Williams said the Property Tax Bills will be going out on July 1<sup>st</sup>. He also said the Assessor reported that new growth is now at \$8.5million. She is working at bringing it up to the projected \$13million. Mr. Williams said the Town Clerk Charlene Hinton asked that all Committees and Commissions submit their meeting Minutes to her in a timely fashion.

Mr. Stevenson asked if there was any discussion about Reserve Fund Transfers. Mr. Williams went over the proposed amounts for the Reserve Fund Transfers, which were: \$12,000 for the fire department well, \$3,800.00 for Conservation Commission Curve St. issue, and \$11,000 for snow and ice.

Mr. Scavongelli spoke about the Highland Building Stabilization Committee. He said there was only one bid on the Restoration of the Highland Building. He said it was extremely high. Mr. Scavongelli said the committee voted unanimously to reject the bid. He said they will reconvene to decide to if they want to go out to bid again in the Fall or wait until the Spring.

Mr. Williams asked where the Highland Building was in terms of fire safety/fire hazard issues. Mr. Scavongelli said the committee is working on Stabilizing the Building and they have to wait until the school cisterns are installed.

Mr. Williams said the Housing Production Plan Committee meeting (a few members) will meet tomorrow night.

### **Minutes**

On a motion made by Mr. Scavongelli and seconded by Mr. Gorecki, it was **VOTED** 4 yes - 1 abstaining, to approve the Minutes to the Board of Selectmen meeting of June 8, 2010.

### **Executive Session**

At 8:37 p.m. a motion was made by Mr. Scavongelli to go into Executive Session for the purpose of considering the discipline or dismissal of or to hear complaints or charges brought against an employee and not to return to open session. The motion was seconded by Mr. Stevenson and the following roll call vote was taken: Tice – aye; Scavongelli – aye; Williams – aye; Stevenson – aye; and, Gorecki – aye.

Respectfully submitted by Margaret M. deMare